1. **USE OF NATIONAL CRIME INFORMATION CENTER/ARIZONA CRIME INFORMATION CENTER**

A. Security - Information available through NCIC/ACIC is governed by policies, laws, rules, and regulations as set forth in the privacy and security of the criminal history record information (CHRI). Refer to Operations Order 5.5.00, Release of Records.

B. Restrictions - Officers will not request information on a subject or property unless the person or property is in custody or under observation and/or information is needed to further an investigation.

C. Negative Responses - A negative response should not be considered final, and officers may contact the Pawnshop Detail of the Property Crimes Bureau for information on stolen property reported in Incident Reports(IRs).

D. Records Check - Officers may check any of the following items through NCIC/ACIC by providing the required information to a Communications operator, the Information Services Unit (ISU), or accessing the Centrally Linked Information for Public Safety (CLIPS) application on a desk top computer:

ITEM	REQUIRED INFORMATION	AUTOMATIC CHECKS / EXCEPTIONS
(1) Stolen Vehicle	• License number • Issuing state • Vehicle identification number (VIN)	• Stolen vehicles • Stolen license plates • Felony vehicles • Stolen parts • Wanted/missing persons
(2) Felony Vehicle	• License number • Year license issued • Issuing state • VIN	• Stolen vehicles • Stolen license plates • Felony vehicles • Wanted/missing persons
(3) Stolen License Plate	• License number • Year license issued • Issuing state	• Stolen plates • Stolen vehicles • Felony vehicles • Wanted/missing person
NOTE: The Motor Vehicle Division (MVD) format should not be used to enter handicap plates into the Arizona Crime Information Center (ACIC)/NCIC, only use the letters that appear.		
(4) Stolen Engine and Transmission	• Serial number	• Stolen vehicles • Felony vehicles • Stolen parts • Wanted persons
(5) Stolen Gun	• Serial number • Manufacturer • Caliber	• Stolen gun files
(6) Stolen Property	• Serial number • Type of property ($500+)	**EXCEPTIONS:** • Accumulative value $5,000+/incident • Business machines regardless of value • Color televisions • See the NCIC Code Manual for items requiring entry as a stolen vehicle
(7) Stolen Boat/Trailer/ Securities	• See the NCIC Code Manual	**EXCEPTION**: • Credit cards not entered
(8) Wanted Person	• Name and/or one of the following: * DOB * FBI number * SSN * Driver license number	• Wanted/missing person

2. **NCIC/ACIC ABBREVIATIONS** - The abbreviations listed in this section will be used for NCIC input, citations, and reports. Refer to the NCIC Code Manual for complete listings.

A. States

(1) United States

AL	ALABAMA	**NB**	NEBRASKA
AK	ALASKA	**NV**	NEVADA
AZ	ARIZONA	**NH**	NEW HAMPSHIRE
AR	ARKANSAS	**NJ**	NEW JERSEY
CA	CALIFORNIA	**NM**	NEW MEXICO
CO	COLORADO	**NY**	NEW YORK
CT	CONNECTICUT	**NC**	NORTH CAROLINA
DE	DELAWARE	**ND**	NORTH DAKOTA
FL	FLORIDA	**OH**	OHIO
GA	GEORGIA	**OK**	OKLAHOMA
HI	HAWAII OR	**OR**	OREGON
	PACIFIC ISLANDS	**PA**	PENNSYLVANIA
ID	IDAHO	**PR**	PUERTO RICO
IL	ILLINOIS	**RI**	RHODE ISLAND
IN	INDIANA	**SC**	SOUTH CAROLINA
IA	IOWA	**SD**	SOUTH DAKOTA
KS	KANSAS	**TN**	TENNESSEE
KY	KENTUCKY	**TX**	TEXAS
LA	LOUISIANA	**UT**	UTAH
ME	MAINE	**VT**	VERMONT
MD	MARYLAND	**VI**	VIRGIN ISLANDS
MA	MASSACHUSETTS	**VA**	VIRGINIA
MI	MICHIGAN	**WA**	WASHINGTON
MN	MINNESOTA	**DC**	WASHINGTON, D.C.
MS	MISSISSIPPI	**WV**	WEST VIRGINIA
MO	MISSOURI	**WI**	WISCONSIN
MT	MONTANA	**WY**	WYOMING

(2) Other than United States - See the NCIC Code Manual for complete listings on the following:

- Territorial Possessions
- Indian Nations
- Canadian Provinces
- Mexican States
- Countries/Dependencies/Territories

B. Personal Descriptors

(1) Ethnic Origin

A	Asian/Pacific Islander	**U**	Unknown
B	Black	**W**	Caucasian
I	American Indian/Alaska Native		
NOTE: Hispanic will be designated as W on all Arizona Traffic and Ticket Complaints (ATTCs) and NCIC inquiries.			

2. B. (2) Hair color

BLD	Bald	**ONG**	Orange
BLK	Black	**PNK**	Pink
BLN	Blonde/Strawberry blonde	**PLE**	Purple
BLU	Blue	**RED**	Red
BRO	Brown	**SDY**	Sandy
GRY	Gray	**WHI**	White
GRN	Green	**XXX**	Unknown or Completely Bald

(3) Eye color

BLK	Black	**HAZ**	Hazel
BLU	Blue	**MAR**	Maroon
BRO	Brown	**MUL/COL**	Multi-Colored
GRY	Gray	**PNK**	Pink
GRN	Green	**XXX**	Unknown

(4) Names

(a) Apostrophized	Condense to eliminate apostrophe **EXAMPLE**: O'Neal › Oneal
(b) Hispanic	Use the full name including both surnames **EXAMPLES**: Subject's Name - (hyphenated): • Jose Rodriguez-Gonzalez › Rodriguez-Gonzalez, Jose Subject's Name - (non-hyphenated) • Jose Rodriguez Gonzalez › Rodriguez Gonzalez, Jose Subject's Name - (with Spanish letter "Y") • Jose Rodriguez y Gonzalez › Rodriguez y Gonzalez, Jose
(c) Asian	Enter the last unit as the master last name and the alternate **EXAMPLES**: • NAM/Nai, Donald Lee • AKA/Lee, Donald Nai • AKA/Donald, Lee Nai

(5) Social Security Numbers - The first group of a Social Security number indicates the state or territory of original registration. Listed below are group numbers assigned to each state.

001-003	**New Hampshire**		429-432	**Arkansas**
004-007	**Maine**		433-439	**Louisiana**
008-009	**Vermont**		440-448	**Oklahoma**
010-034	**Massachusetts**		449-467/	**Texas**
035-039	**Rhode Island**		627-645	
040-049	**Connecticut**		468-477	**Minnesota**
050-134	**New York**		478-485	**Iowa**
135-158	**New Jersey**		486-500	**Missouri**
159-211	**Pennsylvania**		501-502	**North Dakota**
212-220	**Maryland**		503-504	**South Dakota**
221-222	**Delaware**		505-508	**Nebraska**
223-231	**Virginia**		509-515	**Kansas**
232-236	**West Virginia**		516-517	**Montana**

2. B. (5) Social Security Numbers (Continued)

237-246	**North Carolina**		518-519	**Idaho**
247-251	**South Carolina**		520	**Wyoming**
252-260	**Georgia**		521-524	**Colorado**
261-267/589-595	**Florida**		525/585/648-649	**New Mexico**
268-302	**Ohio**		526-527/600-601	**Arizona**
303-317	**Indiana**		528-529/646-647	**Utah**
318-361	**Illinois**		530	**Nevada**
362-386	**Michigan**		531-539	**Washington**
387-399	**Wisconsin**		540-544	**Oregon**
400-407	**Kentucky**		545-573/602-626	**California**
408-415	**Tennessee**		574	**Alaska**
416-424	**Alabama**		575-576	**Hawaii**
425-428/587-588	**Mississippi**		577-579	**District of Columbia**
580	**Virgin Islands**		700-728	**RR Retirement**
586	**Guam, American Samoa, Northern Mariana Islands, Philippine Islands**		580-584/596-599	**Puerto Rico**

C. Vehicles - The most common manufacturer's abbreviations are given in the following tables. A complete listing can be found in the NCIC Code Manual.

(1) Automobiles

MAKE	CODE		MAKE	CODE
Acura	**ACUR**		Jeep (1970 - 1988)	**AMER**
Alfa Romeo	**ALFA**		Jeep (1989)	**JEEP**
American Motors	**AMER**		Karmann-Ghia (Volkswagen)	**VOLK**
Audi	**AUDI**		Lexus	**LEXS**
Austin	**AUST**		Lincoln	**LINC**
Austin-Healy	**AUHE**		Maserati	**MASE**
Bentley	**BENT**		Mazda	**MAZD**
BMC	**BMC**		Mercedes-Benz	**MERZ**
BMW	**BMW**		Mercury	**MERC**
Buick	**BUIC**		Merkur	**MERK**
Cadillac	**CADI**		MG	**MG**
Capri	**CAP**		Mitsubishi	**MITS**
Checker	**CHEC**		Nissan	**NISS**
Chevrolet	**CHEV**		Oldsmobile	**OLDS**
Chrysler	**CHRY**		Opel	**OPEL**
Citroen	**CITR**		Peugeot	**PEUG**
Lincoln-Continental	**LINC**		Plymouth	**PLYM**
Daihatsu	**DAIH**		Pontiac	**PONT**
Datsun	**DATS**		Porsche	**PORS**
Dodge	**DODG**		Renault	**RENA**
Ferrari	**FERR**		Rolls-Royce	**ROL**
Fiat	**FIAT**		Rover	**ROV**
Ford	**FORD**		SAAB	**SAA**
General Motors	**GMC**		Saturn	**STRN**
Honda	**HOND**		Subaru	**SUBA**
Hyundai	**HYUN**		Suzuki	**SUZI**
Infiniti	**INFI**		Toyota	**TOYT**
International (Harvester)	**INTL**		Triumph	**TRIU**
Isuzu	**ISU**		Volkswagen	**VOLK**
Jaguar	**JAGU**		Volvo	**VOLV**
Jeep (to 1969)	**JEP**		Yugo	**ZCZY**

2. C. (2) Trucks

MAKE	CODE		MAKE	CODE
American Motors - Jeep	**AMER**		Mack	**MACK**
Case	**CASE**		Massey-Ferguson	**MASS**
Caterpillar	**CAT**		Mazda	**MAZD**
Chevrolet	**CHEV**		Mercedes-Benz	**MERZ**
Datsun	**DATS**		Mitsubishi	**MITS**
Dodge	**DODG**		Nissan	**NISS**
Eagle	**EAGI**		Peterbuilt	**PTRB**
Ford	**FORD**		Plymouth	**PLYM**
GMC	**GMC**		Subaru	**SUBA**
International	**INTL**		Suzuki	**SUZI**
Isuzu	**ISU**		Toyota	**TOYT**
Jeep	**JEP or JEEP**		Volkswagen	**VOLK**
Kenworth	**KW**		Willys-Overland	**WILL**

(3) Motorcycles

MAKE	CODE		MAKE	CODE
Bianchi	**BIAN**		Kawasaki	**KAWK**
BMW	**BMW**		Lambretta	**LAMB**
Bridgestone	**BRID**		Miniscooter	**MINI**
BSA	**BSA**		Montesa	**MOTS**
Bultaco	**BULT**		Moto Guzzi	**MOGU**
Cushman	**CUSH**		Norton	**NORT**
Ducati	**DUCA**		Puch	**PUCH**
DKW	**DKW**		Reconstructed	**RECO**
Fox	**FOX**		Sears (Roebuck & Co.)	**SEAR**
General Moped	**GENR**		Sensation	**SNSA**
Harley-Davidson	**HD**		Suzuki	**SUZI**
Hodaka	**HODA**		Tote Gote	**TG**
Homemade	**HOMD**		Triumph	**TRUM**
Honda	**HOND**		Vespa	**VESP**
Husqvarna	**HUSQ**		Yamaha	**YAMA**

(4) Motorhomes

MAKE	CODE
All Seasons	**ALSE**
Arrow	**ARRO**
Balboa	**BALB**
Beachcraft	**BEAM**
Beechwood	**BEEH**
Bluebird	**BLUB**
Catalina	**CATL**
Chinook	**CHNO**
Coachman	**COAH**
Itasca	**ITAS**
Olympia	**OLYM**
Shasta	**SHAS**
Winnebago	**WINN**

2. D. Other Color Codes

Amethyst	**AME**
Beige	**BGE**
Blue, Dark	**DBL**
Blue, Light	**LBL**
Bronze	**BRZ**
Camouflage	**CAM**
Chrome (Stainless steel)	**COM**
Copper	**CPR**
Cream (Ivory)	**CRM**
Gold	**GLD**
Green	**GRN**
Green, Dark	**DGR**
Green, Light	**LGR**
Lavender	**LAV**
Mauve	**MVE**
Orange	**ONG**
Pink	**PNK**
Purple	**PLE**
Silver (Aluminum)	**SIL**
Tan	**TAN**
Taupe	**TPE**
Teal	**TEA**
Turquoise	**TRQ**
White	**WHI**
Yellow	**YEL**

Last Organizational Review: